



Registering for Electronic Filing

STATE OF TENNESSEE
DEPARTMENT OF REVENUE

This guide is intended to walk users step-by-step through the process of registering for electronic filing and adding state tax accounts so that returns can be electronically filed. Currently, sales tax and both city and county business taxes can be filed through this process. Other taxes, such as professional privilege tax, franchise and excise tax (\$100 minimum), and individual income tax returns can file directly from the internet. Visit <http://tn.gov/revenue/onlinefiling/index.shtml> for more information on electronic filing.

Many taxpayers received notification by mail from the Tennessee Department of Revenue that they are required to file and remit funds electronically. Even if you have not received a letter, we encourage all taxpayers to register and setup your tax accounts for electronic filing and payments. There is no cost for this service. Filing electronically allows your taxes to be filed accurately and quickly. This will reduce the need for you to call the department, save you time, allow you to warehouse payments and eliminate potential math errors on your state tax returns.

The electronic filing system for Tennessee state taxes can be reached by visiting:

<https://apps.tn.gov/paams/>

Information to Know Before Registration

Registration for electronic filing requires that Revenue have your Identification Number. This is defined as follows:

- If you are a corporation or any type of partnership – including general, LLC, LP, etc. - you should have a **federal employer identification number** (FEIN) to use as your entity ID
- If you are a sole proprietor, your entity ID will be your **social security number** (SSN)
- If your business has joint husband & wife ownership, your entity ID will be the **husband's social security number** (SSN)
- Other types of acceptable numbers include a **SOS number** issued by the Tennessee Secretary of State's office when registering as a corporation or other entity through that department or a **temporary number** which the Tennessee Department of Revenue provides in certain circumstances to taxpayers filing business tax returns.

If you have questions about this when you are attempting to enter this information on-line, please contact the Tennessee Department of Revenue's Electronic Commerce unit at (615) 253-0704. Additionally, if you have any mailings from the Tennessee Department of Revenue or other records that show your state account numbers for tax filings, please have these numbers available. Each number is nine digits long.

Creating a User Name and Password

Now that you have your identification number and state account numbers available, you are ready to go through the steps that will create your username and password for use for electronic tax filing. Once you have established your user name and password, it will be necessary to setup each tax type separately.

Step 1: Create an Account and Choosing Tax Types

- Click on "Create Account" and select Tax filing and Registration.
- Click the box(es) to the left that correspond to the type(s) of tax you are registering for. Most taxpayers will register for **Online Sales and Use Tax Filing** and/or **City and County Business Tax Filing**. **If you are not sure about which type(s) of tax to register for, please contact the Tennessee Department of Revenue at 800/342-1003 (toll-free in Tennessee) or 615/253-0600 (all others) to speak to a taxpayer service representative.**
- Once you have chosen the proper tax type(s), click "Continue"

Step 2: Completing the Email Address

- Enter a valid email address.
- Select "yes" or "no" if you are a paid preparer. Examples of a paid preparer would be a CPA, accountant or a book keeping service.
- Once you have selected "yes" or "no", click on continue.
- Enter the first four letters of your primary legal business name.(This would include any spaces or special characters in the first four places of your primary legal name)
- Enter your identification number that you use to file your Tennessee business taxes(FEIN,SSN, Joint SSN, Secretary of State number or Temporary number)
- Click on "Continue"

Step 3: Completing Account and Contact Information

The administrator is responsible for managing the tax return filings and for adding other users who can file returns.

- The Organization Address fields should be pre-populated with the business owner and address information.
- If the fields are not populated, you will need to complete the business owner, address, city, state, zip code and county fields.
- Under the Administrator Contact heading, complete the name, email, phone number and fax number fields of the administrator.
- Click on "Continue".

Step 4: Establishing your User Name and Password

You are now on the User Name and Password page. On this page, you will be asked to create a unique user name that will be used to login to file your tax returns electronically in the future.

- Choose a user name that meets the requirements outlined on the webpage. It should be easy for you to remember but difficult for others to guess.
- Next, choose a password which meets the outlined requirements. This password will need to be typed once to create it and a second time to verify the accuracy, since it will not appear on the screen as you type.
- You are responsible for your own password. If you are concerned that you will forget your password, please write it down and keep it in a secure location for your reference. The Tennessee Department of Revenue will be unable to supply your password if it is lost.
- The next step on this same webpage is to setup security questions that will assist you in recovering your password, should you forget it in the future.
- When the three security questions are completed, click "Continue."

You have now completed the steps for creating your account and establishing your username and password. You will receive an email confirmation.

Need more help?

Help is available online at www.tn.gov/revenue or by calling the Tennessee Department of Revenue at 800/342-1003 (toll-free in Tennessee) or 615/253-0600 (all locations) Monday through Friday from 8:00-5:00 Central time.